



GENERAL COUNSEL, CIRM

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate stem cell and regenerative medicine treatments to patients with unmet medical needs, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

Under the general direction of the President, the General Counsel provides legal support and guidance for the Institute.

Job Functions

- Supports CIRM's President, Board (ICOC), CIRM management, and CIRM's working groups, on all legal matters affecting the agency.
- Advises on all corporate, legal, compliance, and regulatory matters including, but not limited to, administrative law matters, including CIRM's regulations and their application, CIRM contracts and third-party agreements, vendor/supplier relationships, employment laws and policies, conflict of interest issues and issues involving CIRM-funded intellectual property.
- Will work with CIRM's leadership and CIRM's IP and Industry Subcommittee and direct the CIRM legal team on business and IP matters to ensure compliance with CIRM requirements while shaping approaches and strategy for a productive relationship with grantees and licensees of CIRM funded intellectual property, including licensees in the commercial sector.



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- Leads the CIRM legal team, including external counsel, on administrative law matters to ensure compliance with state laws such as the Public Records Act, Political Reform Act, Administrative Procedure Act, Public Contract Code, and Bagley-Keene Open Meeting Law.
- Oversees compliance and legal matters related to Human Resources and Employment policies.
- Confers with and advises members of the public, applicants, and awardees regarding CIRM policies and regulations.
- Acts as an expert on Proposition 14 requirements, interpretation and boundaries and advises CIRM ICOC, Leadership and staff.
- Manages legal team staff and as needed, outside counsel.
- Serves as member of the Leadership team of the Institute.
- Participates in the identification and development of Institute policies, procedures and programs.
- Serves as key legal advisor on all major business transactions related to the organization.
- Advises key team members on reviews and audits.
- Manages the Institute's internal legal function; prepares legal budget requests and executes approved budgets; responsible for the oversight of all litigation.
- Other duties identified by the President as needed.

Supervision Received

The General Counsel reports directly to the President and CEO.

Supervision Exercised

The General Counsel will oversee current members of the legal team, currently the Associate General Counsel, the Director of Grants Management, and the Head of HR, as well as any additional needed legal positions.

Qualifications

- J.D. degree from an accredited law school.
- Member of California Bar.
- 10+ years of relevant legal experience, including corporate experience with licensing, acquisition and intellectual property matters.
- Experience working on multiple projects at once in a fast-paced environment.



- 5+ years of experience managing a team.
- 3+ years of experience serving on an executive team or equivalent.
- Proven critical thinking, problem-solving, communication and interpersonal skills.

Preferred Qualifications

- Experience managing a legal counsel office in an organization that interacts with a government entity and interacts with other governmental agencies, academic and research centers, and commercial entities.
- Experience working in an organization with a strong research mission and drug development focus.

Working Conditions

- Ability to operate standard office equipment.
- Being available to work outside of normal business hours.
- Being able to travel statewide, if necessary.

During the COVID pandemic, remote work is acceptable, however eventual willingness to work collocated with the team is a must.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 1999 Harrison Street building in Oakland and is equipped with standard or ergonomic equipment, as appropriate. Travel may be required to attend meetings or training classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Vice President, Administration).



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**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. Duties of this position are subject to change and may be revised as needed or required.*

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Salary Range and Benefits

The salary range for General Counsel, CIRM is \$243,933 - \$381,309. CIRM offers a competitive compensation package.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

To: jobs@cirm.ca.gov. Electronic applications preferred.
CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10 days out or until filled

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Human Resources
Attn: CIRM, Jobs
1999 Harrison Street,
Oakland, CA 94612



Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume/CV

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Application Information

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.



Contact Information

The Vice President, Administration is available to answer questions regarding the application process and the position.

Human Resources Contact:

Maria Bonneville

Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- EEO Officer: Maria Bonneville (Acting)
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx. Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.



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Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt and considered Exempt for the purposes of collective bargaining.